

P, S, & E Submittal

*Project Number: _____

*Project Description and Location:

*Advertise Date (Must be a Friday) : _____

*Bid Letting Date (Second, Third, or Fourth Wednesdays after the Advertisement Date): _____

- *Standard Operation Procedure is Three Wednesdays.*
- *Two Wednesdays can be used on jobs needing short turn around*
- *Four Wednesdays is required for any job with State and/or Federal Funds*

*Number of Plan Sheets: _____

Completion Date: _____

Calendar Days Allowed: _____

Liquidated Damages Amount (if differs from spec. book): _____

Drawing Number: _____

Any Revised L.S.P.s to be included in Plan Set (list numbers): _____

Any Special Provisions to Include: _____

Documents to be Submitted (check off)

Plan Set

Electronic Version of New Special Provisions

<input type="checkbox"/>
<input type="checkbox"/>

*** This information must be to Mary Lowe by Tuesday at Noon before the Friday you want to advertise.**

We should strive to have everything complete by the Tuesday Noon date, but in a very few special cases, the other information can follow within the next 24 hours. Any delay beyond that will require the project to slide to the next week.